### Registering for a View Permit Online Account - Contractor

Registration is quick and easy. Use your email address as your username and create a unique password. This info will be required every time you log into the ViewPermit Online Center, so be sure to keep this info safe for future use. Registration is required prior to accessing any permits, inspections, or licenses.



On the

www.Andoverma.gov home page click on the "Permits" bubble



# Step 2

Permits & Licenses

Click on the:

"ONLINE PERMIT CENTER"

#### Online Permit Center

The Town of Andover is pleased to offer icensed contractors and home/property owners the ability to apply, pay for, and receive building, electrical, gas, plumbing, and mechanical permits online through ViewPermit, our permitting partner. This is the first of a multi-phase initiative for offering and issuing a wide range of municipal permits and licenses electronically in order to provide greater convenience, an enhanced level of service, and to improve the overall customer experience.

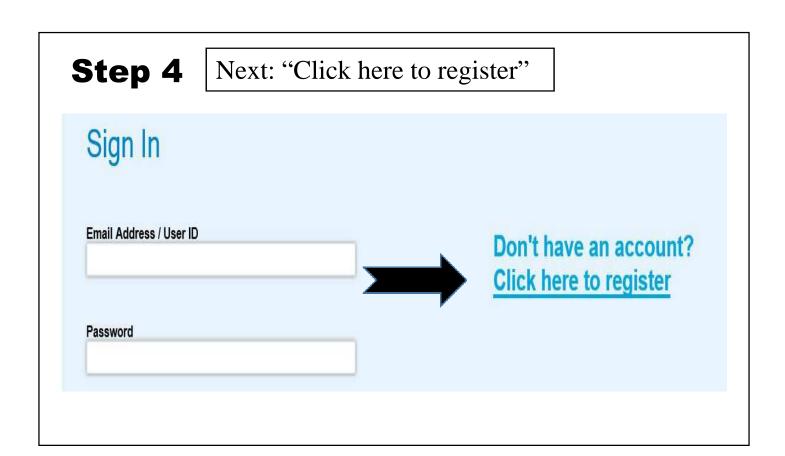
## Step 3

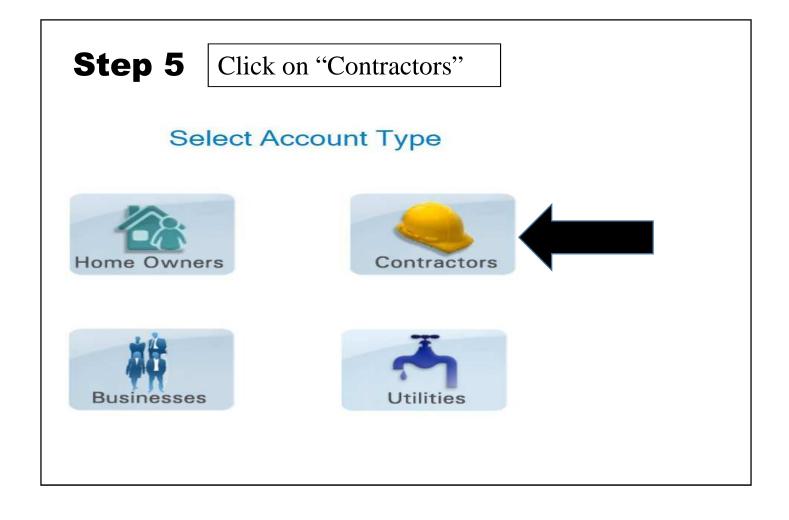
Click: "Continue to the Online Permit Center"

For more information, please contact the CDP Building Division at 978-623-8620 or by email.

Continue to the Online Permit Center







# Step 6

Business Name (DBA)	License Type	License Number	Expires on
	AST	V	Validate
Step 2: Fill Login Information			
Email Address / User ID			
Password			
Re-type Password			
Contact Email Address (if differen	nt than user id)		
	on		
Step 3: Fill Contact Information			
Step 3: Fill Contact Information	Last Name		

#### Step 1:

• Business Name (DBA) to be used is the Contractor's name. The information must be entered as follows (IN CAPS):

LAST NAME, FIRST NAME MIDDLE INITIAL For example: SMITH, JOHN B

- Choose "License Type"
- Type in "License Number" (without the letter)
- Fill in "Expires on" date
- Click on "Validate" if you receive a "Validated" box in green you are all set! If you receive a red "Not Validated" please call our office for assistance 978-623-8620

#### Step 2 & 3:

Continue to fill in the fields as required and click "Register"

### **Activating your Account**

Once you register, you must activate the account through the link sent in an automated e-mail by ViewPermit before you can log in.

#### **Managing a Permit**

Most permits require a licensed professional or designated representative to pull permits. In this case, you must have a valid license number for the trade in which you wish to perform work. (i.e. contractor, architect, engineer...). The license will be verified with our database.

#### **Town of Andover Permit Fees/Payment Options**

When applying for a permit online, you may "Pay Now" or "Pay Later".

"Pay Now" with credit card or PayPal: Transaction fees associated with PayPal or credit card usage are paid by the applicant. On-line payments create a temporary permit that comes directly to our office. The permit is then reviewed and approved by the inspector for issuance.

Please consider saving time, gas and postage by using the "Pay Now" option. A permit cannot be issued until payment in full is received.

"Pay Later": submit check to "Town of Andover"

Mail payment to: Department of Community Development and Planning (Attn. Building, Electrical, Gas or Plumbing), Town Offices, 36 Bartlet Street, Andover, MA 01810 (Please include the temporary permit number in the memo portion of your check) or by paying in person in our office on the 1<sup>st</sup> floor at 36 Bartlet St.

The contact for View Permit is: <a href="mailto:support@viewpointsupport.zendesk.com">support@viewpointsupport.zendesk.com</a> This email can help delete an account if it was set up incorrectly or reset a password.